

SAMPLE REJECTION LETTER

INSTRUCTIONS: REVISE OR DELETE AS NEEDED.

WHEN YOU REJECT A BID OR PROPOSAL, YOU MUST SEND THE VENDOR NOTICE INDICATING THE REASON FOR THE REJECTION. BIDS AND PROPOSALS MUST BE REJECTED IF THEY ARE NOT RESPONSIVE TO THE REQUIREMENTS OF THE SOLICITATION OR THE VENDOR IS DETERMINED TO BE NOT RESPONSIBLE. SEE N.D.A.C. CHAPTER 4-12-11 FOR GUIDANCE ON RESPONSIVENESS AND RESPONSIBILITY.

YOU DO NOT NEED TO REJECT A BID OR PROPOSAL IF A MISTAKE OR OMISSION IS DETERMINED TO BE A MINOR INFORMALITY. MINOR INFORMALITIES ARE INSIGNIFICANT OMISSIONS AND MISTAKES RELATED TO FORM RATHER THAN SUBSTANCE WITH A NEGLIBLE EFFECT ON PRICE, QUANTITY, DELIVERY, OR CONTRACTUAL CONDITIONS, THAT CAN BE WAIVED OR CORRECTED WITHOUT PREJUDICE TO OTHER BIDDERS OR OFFERORS. SEE N.D.A.C. CHAPTER 4-12-09 FOR GUIDANCE MINOR INFORMALITIES AND MISTAKES IN BIDS AND PROPOSALS

IF YOU REJECT ALL BIDS OR PROPOSALS AND CANCEL A SOLICITATION, YOU MUST SEND NOTICE TO ALL VENDORS INDICATING THE REASON FOR THE CANCELLATION. FOR ADDITIONAL GUIDANCE, SEE N.D.A.C. 4-12-11-09.

DELETE THESE INSTRUCTIONS BEFORE PRINTING.

**STATE OF NORTH DAKOTA
AGENCY OR INSTITUTION NAME
ADDRESS
CITY, STATE, ZIP
TELEPHONE AND FAX NUMBER**

NOTICE OF REJECTION

**SOLICITATION NUMBER AND TITLE: INSERT
OPENING DATE AND TIME: INSERT**

DATE

Company Named
Address
City State Zip Code

Dear Vendor:

Thank you for your recent response to the solicitation referenced above. We regret to inform you that your response has been rejected. The reason for the rejection is as follows:

- ☐ The response was delivered late.
- ☐ The response does not meet the requirements of the solicitation. **DESCRIBE THE REQUIREMENT THEY FAILED TO MEET, CITE THE SPECIFIC SECTION OF THE SOLICITATION THAT STATED THE REQUIREMENT, AND INDICATE HOW THEIR RESPONSE FAILED TO MEET THAT SPECIFICATION OR REQUIREMENT.**
- ☐ The solicitation has been cancelled and all responses been rejected. The solicitation **will /will not** be reissued. **DESCRIBE THE REASON ALL RESPONSES ARE BEING REJECTED.**
- ☐ The response was faxed, and a formal sealed response was required.
- ☐ The response was not legible.
- ☐ Your firm is not an approved vendor as required in the solicitation.
- ☐ The equipment offered by your firm as an equivalent is rejected as not being equivalent for the following reason:
- ☐ The response was not completed as required. **INSERT REASON**

If you have any questions, please contact the Procurement Officer listed below.

Sincerely,

PROCUREMENT OFFICER
Telephone: **INSERT**
Fax Number: **INSERT**
E-mail: **INSERT**